

MINUTES OF BOARD OF TRUSTEES' MEETING
HELD SEPTEMBER 26, 1963

Present:	Mr. Hardin	Mrs. Lynn
	Dr. Wood	Mr. Osborne III
	Mr. Cooper	Mr. Williams
	Miss Voigt	Mr. Arentz
	Mr. Sterling	Mr. Feuerstein
	Dr. Faddock	Mr. Barlow
	Mr. Schein	Mr. Geaney
	Mr. Murphy	Father Berry
	Mr. Schaefer	
	Mr. Kilduff - Staff	

Minutes of the Board Meeting held June 20, 1963 were accepted as sent.

TREASURER'S REPORT

Mr. Cooper gave the Treasurer's Report which showed 8 months Disbursements \$71,084.92 - 8 months Receipts \$59,623.83 - Disbursements in Excess of Receipts \$11,460.99. However, in reviewing this deficit, the Board was made aware of the fact that within this \$11,460.99, \$1,100 had been advanced for the tickets to the Musical Jennie which the Board agreed to undertake as a fund raising project. \$711.52 was used to help purchase 100 shares of Kaiser Aluminum Convertible Preferred 1957 Series. These equal \$1,811.52 and if subtracted from the \$11,460.99, the actual deficit for the current year is \$9,649.49 - well under the estimate that was anticipated in January 1963. The Treasurer's Report, as presented with the explanation, was accepted.

FINANCE COMMITTEE REPORT

Mr. Williams reported that prior to the Board Meeting, the Finance Committee had met and reviewed the portfolio. All members had a copy before them. He said it was the consensus of the Finance Committee since the Bureau has a loan outstanding of \$15,000 at the National Newark & Essex Bank, to sell Standard Brands and North Indiana Public Service. The proceeds will be \$25,825.25. With this money pay off the loan at the National Newark & Essex Bank, place the remainder in a savings account until the next meeting of the Finance Committee to be held in October with the Investment Advisors, and at this time reinvest the balance of this money and the money coming from Public Service Electric & Gas Bonds of \$13,000 maturing on November 1st. The Finance Committee chose Standard Brands and North Indiana Public Service because their return was only a little over 2% while they reflected a profit of \$17,398.35.

After Mr. Williams had informed the Board of the action of the Finance Committee, members of the Board discussed the portfolio and Mr. Geaney questioned the return from the portfolio in relation to the estimate for an eight month period ending August 31st. Mr. Hardin pointed out that our largest returns from our portfolio are in December, which would bring the dividend returns in line with the projected estimate by December 31, 1963.

CASE COMMITTEE

Mr. Schein reported that the Case Committee had met and reviewed the

evaluation report of F.S.B. by F.S.A.A. Mr. Schein said his committee was going to review the casework program of the agency and after a study, would make a report to the Board at a later meeting. In the meantime he suggested that the F.S.A.A. report be sent to all members of his committee so that they may read it entirely. He felt this would be helpful to the members of his group in examining the basic questions raised in it in relation to the intensity of service and the scope of our present program, and the way in which the two are inter-related. He also suggested that a copy of the book Range & Emphases be sent to each member, as well as a copy of the F.S.A.A. statement outlining the role of a Case Committee of an F.S.A.A. agency.

Mr. Schein said considerable attention will be given by his committee this year as to the value of the agency handling those cases who want service as against those we may think need it but don't want it. Mr. Schaefer, in commenting on the report of Mr. Schein, stated that it seemed more practical to him for our agency to devote its time to the motivated client rather than use an enormous amount of energy with those who are not motivated, with the possible result that a great deal of professional skill and ingenuity would be lost on these people. Mr. Schein indicated that this particular point would be thoroughly reviewed by his committee and a full report would be presented to the Board at a later date.

It was agreed that the F.S.A.A. report should not only be sent to members of the Case Committee but also to every member of the Board. The Executive Secretary was directed to mail these copies to all Board members. The next meeting of the Case Committee will take place on October 8th at 11 a.m.

PUBLIC ISSUES COMMITTEE

Dr. Paddock reported that prior to the Board meeting, he had had a meeting with Mr. Kilduff to discuss in what areas the Public Issues Committee would concern themselves this year. There will be a meeting of this committee on October 7th. There are four areas he sees of concern not only to the agency but to the general community that will be discussed at this October 7th meeting and at the next Board Meeting a report will be made to the Board.

BELLEVILLE REPORT

Mr. Geaney reported on his meeting with the Belleville Agency and for purposes of the record, we incorporate within these minutes what transpired in the meeting between the Family Service Bureau of Newark and the Belleville Counseling Service with Mr. Schuyler and Mr. Quad of the Welfare Federation.

This meeting was held at the Down Town Club on Friday, August 2, 1963. It was specifically called by Mr. Watson, President of the Belleville Counseling Agency to discuss with Mr. Quad, Chairman of the Central Budget Committee and Mr. Schuyler, Executive Director of the Welfare Federation the availability of money that could accomplish the merger between the Family Service Bureau of Newark and the Belleville Counseling Service. It was his understanding at the budget committee hearing in the early part of the year that there was money available to effect it.

Mr. Schuyler and Mr. Quad were surprised that the figure of \$30,000 was mentioned in the sub-budget committee hearings. They explained there was money available at the time of the budget hearings but not the amount mentioned, because U.O.T.S. (The Hospital & Home for Cardiac Children) was about to close because of lack of patients. However, since this time their patient enrollment has increased and their plans now are to stay open. It was the money to be allocated to this agency that was to be made available for the merger.

There is no money at the present time. This Mr. Schuyler indicated was conveyed to both Mr. Watson and Mr. Geaney in his June 17th letter to them. A copy of this letter is on file in the agency's office.

Mr. Watson said that the Belleville Counseling Service by the middle of October will be completely out of funds. Mr. Schuyler was quite surprised that this financial condition existed and felt he could appeal to his Finance Committee for the appropriation of \$3,500 to take care of the needs of the Belleville Counseling Service for the remainder of the year.

Mr. Geaney indicated that the Family Service Bureau of Newark and the Belleville Counseling Service were in complete agreement with the merger plans and the only thing that was an impediment to them was the financial reimbursement to the Family Service Bureau of Newark to the extent that it would not necessitate any invasion of our Capital to accomplish this.

It was the consensus of the Family Service Bureau's representatives that if the \$3,500 were made available by Mr. Schuyler that the Family Service Bureau of Newark would be willing to review the proposed amalgamation of the Belleville Counseling Service with the Family Service Bureau of Newark, sometime before the end of the year. However, no action could be taken on this until it was voted on by the Board of Trustees at the September meeting.

Mr. Schuyler indicated it would not be until the early part of September that he would have the opportunity of meeting with the Finance Committee to ask for the \$3,500 to take care of the needs of the Belleville Counseling Service until the end of the year.

The Belleville Counseling Service, in the initial merger conditions with the Family Service Bureau of Newark, stipulated a trial period of three years. Mr. Geaney felt that the Welfare Federation from the standpoint of financing might consider financing during this trial period that would assure the Family Service Bureau of Newark of receiving the allocation from the Belleville Counseling Service plus the allocation they are now receiving from the Welfare Federation for the support of our agency, so that plans could be made to give the best possible service to Belleville and Newark areas. This amount of money at the present time totals \$75,000.

Mr. Quad felt that asking for a pre-determined amount of money a year could act against the participants whereas if the budgets

were presented as a merged agency at the annual budget hearings, there was a greater possibility of receiving more money than the \$75,000. However, Mr. Schuyler felt that while there was no assurance of how much money could be raised in any given year, the budget committee of the Welfare Federation would look favorably upon the allocations that were being received by both agencies and if past action was any precedent that we could be at least assured of receiving the amount of money now allocated to Belleville Counseling Service given to Family Service Bureau of Newark to carry out their new responsibilities.

Dr. Wood felt if it would not cost our organization any additional monies that the Board would look favorably upon the immediate amalgamation of the Belleville Counseling Service with ours.

After Mr. Geaney's report had been presented, there was considerable discussion about the merger of the Belleville Counseling Service with Newark Family Service Bureau. Mr. Schaefer was opposed to any such merger and felt it was not in the best interest of the Family Service Bureau. However, after thoroughly reviewing all the pros and cons within the situation, the Board felt that the Newark Family Service Bureau had to help this organization. Since the agreement was for a 3-year trial period, it was feasible to think Family Service Bureau could withdraw from this agreement if it meant the invasion of our Capital Account. It was hoped that enough money could be supplied from the Welfare Federation to provide the services necessary in the Belleville area.

In the letter of June 5, 1963 request was made for \$25,000 to take care of the needs of Belleville. However, at this particular time no assurance is given that this request will be met, only that in the past the allocation that had been given to the agency in the previous years, not what they requested, was guaranteed and not in writing that during any trial period of merger these allocations would be met. In this instance, Family Service Bureau received \$65,000 from the Welfare Federation and the Belleville Agency received for 1963 roughly \$11,000. What can be expected for 1964 is this \$76,000 appropriation. It is indicative though, that in order to provide the necessary service and maintain the office in Belleville, the request of \$25,000 from the Welfare Federation was not unreasonable. If this is not forthcoming in the new year, then it may be considered advisable to close the Belleville office as an economy move and operate from the Newark address. However, such a decision would not be made for at least the first 6 to 8 months.

Mrs. Lynn moved, Mr. Williams seconded and the Board passed, but not unanimously, that the Family Service Bureau undertake to amalgamate with Belleville on a 3-year trial basis, beginning as soon as possible. Mr. Schaefer dissented.

Prior to a vote being taken, Mr. Murphy, who is also a member of the Finance Committee of the Welfare Federation, related on September 25th his committee which had authority to act, approved \$3,750 to be allocated to Newark Family Service to effect this amalgamation as soon as possible. However, at the time of the Board meeting there had been no official letter from the Welfare Federation informing our Board of this action.

BUILDING & OPERATIONS COMMITTEE

The Board was given a copy of what it cost the Family Service Bureau to move from 42 Blocker Street to 15 Fulton Street. A copy of this is attached to the minutes. However, in discussing the net cost of 15 Fulton Street, which was estimated at \$38,949.06, Mr. Williams objected to this figure and stated that we should make sure that on the books of our agency the gross cost of moving from 42 Blocker Street to 15 Fulton Street be recorded as \$81,786.41. The Board members unanimously agreed with Mr. Williams and directed the Executive Secretary to make sure that our auditor had recorded the gross cost of 15 Fulton Street.

LETTER FROM WELFARE FEDERATION RE COMMUNITY BUILDING

Mr. Hardin read a letter sent from the Welfare Federation asking for a signature of intent to participate with 17 other health and welfare agencies to study the possibility of establishing a central facility to house their offices in the Greater Newark area. The purpose behind this letter or statement of intent is that if enough of the health and welfare agencies are interested, land will be provided and a Health & Welfare Building will be built, with ample parking space to take care of the needs of all. It was the consensus of the Board that this Letter of Intent was unfortunately a year too late for our organization and since our present offices are complete and are satisfactory, it did not seem advisable at this time for the Family Service Bureau to be considered as one of the participants. A letter to this effect will be sent to Mr. Pikus, the Director of the Hospital & Health Council of Newark & Vicinity.

CHANGES IN STAFF

Mr. Kilduff informed the Board that Mrs. Gibson, who had been on the staff for over six years had resigned on 7-31-63. Reason for resignation was she moved to Philadelphia, Pa. During the summer months, Mrs. Teresa Cheng was hired to replace Miss Franco who left our staff in April. On October 16, Mrs. Stanley will replace Mrs. Gibson on the staff.

AGENCY'S ACTIVITY

Mr. Kilduff gave a brief report of the Agency's activity which showed the following:

Number of families carried over to January 1963	225
Intake January-August 1963 (families)	642
Number of families open September 1, 1963	246
Average intake per month (families)	80
Average number active cases (families) per month	232

Fees - Comparison 1962 & 1963

	1962	1963
January	\$ 533.25	\$ 718.75
February	488.25	698.80
March	681.00	795.55
April	636.25	741.50
May	707.70	805.75
June	600.00	637.50
July	489.50	561.25
August	778.50	307.25
	<u>\$4,914.45</u>	<u>\$5,206.35</u>

Also in the fee comparison he pointed out for the first 7 months of this year our fees showed an increase over the previous months of 1962. However, there was a considerable drop for August and this may be explained by the fact that Mrs. Gibson left on 7-31-63 and other members of our staff were on vacation. However, for the year, as may be seen from the statement, we are a little over \$200 ahead of 1962.

OTHER BUSINESS

Mr. Hardin brought to the attention of the Board that \$1,100 had already been expended to purchase tickets for the Musical Jennie which will take place in New York in February and he asked the Board members to do everything they can to sell these tickets when they are given to them at a later date.

Mr. Hardin also informed the Board that it was necessary to pay \$1162.47 taxes on 15 Fulton Street, the second half of 1962 and all of 1963. Included in this figure is \$38.60 interest at the rate of 7%.

Mr. Williams said when he had looked over the agency prior to the Board meeting, there was a dead tree in the back of our agency that he felt presented a hazard and he wished appropriated a sufficient amount of money to have this tree removed and for the yard to be cleaned up. The Board unanimously approved and directed the Executive Secretary to make arrangements to have the tree removed immediately.

Next meeting will take place the last Thursday in October - October 31.

Meeting adjourned at 8:35 p.m.

Edward V. Kilduff
Executive Secretary

9-6-63

COST OF RECONSTRUCTING 15 Fulton Street

R. D. Construction Corp.	12-3-62	\$2480.00	
	12-28-62	3630.00	
	1-24-63	3038.00	
	2-15-63	5040.00	
	3-14-63	4270.00	
	4-15-63	4054.00	
	5-20-63	5628.10	
	6-20-63	740.30	
	8-30-63	<u>90.00</u>	
			Total \$28,970.40
Garden State Brickface Co.	3-14-63	\$1000.00	
	4-15-63	1216.00	
	5-15-63	<u>554.00</u>	
			2,770.00
Wm. Hartman (painting)	5-20-63	\$2484.00	
	9-5-63	<u>621.00</u>	
			3,105.00
Harry Rich Floors, Inc.	5-15-63	\$1725.00	
	6-15-63	<u>194.70</u>	
			1,919.70
Woerner & Taeger Decorators	6-20-63		923.49
Abbott-Swenger, Inc. (door markers)	6-28-63		<u>45.25</u>
			Total \$37,733.84

RECAPITULATION

Cost of 15 Fulton Street, Newark, N.J.

Purchase of property	\$40,000.00	
Insurance & oil adjustment (closing)	123.21	
Recording of Deed	5.30	
Lawyers-Clinton Title Insurance Co.	<u>271.50</u>	
		\$40,400.01

Cost of reconstruction		<u>37,733.84</u>
Total		\$78,133.85

Architects' fee (10% of contracts)		<u>3,652.56</u>
Gross Cost		\$81,786.41

LESS

Received from Newark Housing Authority for property at 40-42 Bleeker Street	\$41,500.00	
Additional Reimbursement from Newark Housing Authority	<u>1,337.35</u>	
Total		\$42,837.35
Net cost of 15 Fulton Street		\$38,949.06